



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

SENIOR PLANNER (Development Review)

The City of Falls Church has a challenging and rewarding position for an experienced urban and city planning professional. Responsibilities will focus on current planning and development review involving the processing and approvals of special exceptions, rezoning's, site plans and subdivisions as staff to the planning commission and city council. Duties will focus on current planning activities, but also involve long-range planning activities that may include updates to the City's adopted Comprehensive Plan, development of a series of small area plans, and regional/local transportation planning, urban design and zoning code interpretation. Work is performed under the general supervision of the Planning Director and/or Principal Planner.

RESPONSIBILITIES:

- Reviewing, coordinating and processing development plans – site plans, subdivision plats, special exception mixed-use projects, rezoning's and related comprehensive plan land use map amendment applications.
- Providing technical and staff support to planning commission, city council and citizen advisory boards;
- Preparing reports and staffing public meetings and work sessions in support of development applications.
- Assisting citizens, applicants and developers with development process and related applications, zoning and plans;
- Supporting small area planning for seven "opportunity areas" in evaluating and recommending future land uses, promoting future redevelopment/improvement policies and strategies in an area specific framework and conducting related research, writing and completing the final plan documents for public review and adoption.
- Assisting and participating in updates/revisions to the City's Comprehensive Plan and related plans; analyzing data, reviewing and writing text, development of goals/objectives, charts, graphics and publishing;
- Managing and coordinating regional and local transportation initiatives for the City including funding sources, board and committee meetings, special projects and other related tasks;
- Organizing, facilitating and staffing participatory public meetings, public hearings and design charters;
- Researching, coordinating, reviewing and writing legislative ordinances, resolutions, amendments, policies and related codes related to land use, zoning and development regulatory codes and special projects;
- Assisting Planning Director, City Manager and departments with long range plans for facilities and future development projects, as well as, current development plans and economic development objectives;
- Reviewing and assisting in updating documents, files, policies, procedures and maps that the Planning Division uses, develops or implements as part of its daily operation; and maintaining related records and files;
- Performing related tasks as assigned or required.

QUALIFICATIONS:

- Graduation from an accredited college or university with major course work in urban planning or related field;
- Local government or private planning experience;
- Certification by the American Institute of Certified Planners a plus;
- Thorough knowledge of the philosophies, principles, practices and techniques of planning as they pertain to the development of urban and regional areas, planning research, zoning, and fiscal analysis activities;
- Knowledge of the techniques required in the preparation of maps, graphics, research methodology and standard statistical procedures;
- General knowledge of geographic information systems;
- Demonstrated ability to plan, organize and carry out complex research projects effectively and simultaneously, to present the results of research effectively in clear oral, written and graphic form and to establish and maintain effective working relationships with associates, municipal officials, representatives of other agencies and members of the general public;
- Strong project management, leadership, negotiating, consensus building, oral and written communication skills with the ability to work directly with residents, developers, planners, engineers, architects, attorneys and public officials, desirable;
- An equivalent combination of training and experience may be considered.

SALARY RANGE: \$57,333 - \$94,599, depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-

term disability insurance, paid holidays, vacation and sick leave, free parking, credit union membership, and more. See www.fallschurchva.gov for additional information.

To Apply: Submit a resume or application to the City of Falls Church, Human Resources Division, 300 Park Avenue, Falls Church, VA 22046, or via e-mail at hr@fallschurchva.gov.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free